



New Hampshire Department of Safety Division of Homeland Security and Emergency Management

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) GRANT

Application Quick Reference Guide

Information Needed Before Applying:

- ☐ The online HMEP grant application must be completed by someone authorized on behalf of the applying community/agency (fiscal agent for the grant). The application can be found here: https://prd.blogs.nh.gov/dos/hsem/?page_id=1920
- ☐ Read the **HMEP Expenditures Guide** and the **HMEP Grant Guidance** found on the HSEM Resource Center: https://prd.blogs.nh.gov/dos/hsem/?page_id=1925
- ☐ Complete the **HMEP Budget Worksheet** found here: https://prd.blogs.nh.gov/dos/hsem/?page_id=1925 . This worksheet will be uploaded into the online application.
- ☐ A screen shot of your community/agency DUNS #'s "**Active**" status on www.sam.gov * For a DUNS # look up or to obtain a DUNS #, go to: <http://fedgov.dnb.com/webform/index.jsp?source=fedgov>
- ☐ The latest revision date of the applicant's Hazardous Materials Emergency Response Plan/Annex.
- ☐ Submit applicant's most current Audit Report at the time of application located here: https://prd.blogs.nh.gov/dos/hsem/?page_id=2683
- ☐ Primary & Secondary Points of Contact and Fiscal/Financial Agent contact information.
- ☐ Detailed Project Milestones with estimated timeframes for each (i.e., *Complete planning meetings - 3 months post award* or *Attend conference – June 5, 20XX*).
- ☐ Detailed Project Description: Include a purpose statement and how the project supports the emergency preparedness and response efforts of those that deal with hazmat emergencies, specifically incidents that involve transportation. If applicable, include how many to be trained and number of courses to be held.
- ☐ Electronic copy of project quotes/proposals (pdf, jpg, png are accepted formats) – *can be uploaded into the application or emailed separately*.
- ☐ Explanation as to how quotes/vendors were determined based upon your procurement policies.
- ☐ Detailed explanation of soft and/or in-kind match & completed Local Match Accrual Form (ONLY NEEDED IF NOT USING A CASH MATCH). The form is located here: https://prd.blogs.nh.gov/dos/hsem/?page_id=1925

****For assistance, please contact Whitney Welch, HMEP Grant Program Manager at 603-223-3667 or at hmep@dos.nh.gov ****